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RECORDS MANAGEMENT STAFF

announces a new

WORKSHOP

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WHAT Shelf Filing Workshop. (2½ hours)

WHY To assist Agency officials in  
analyzing and solving office space problems  
by highlighting advantages and disadvantages  
of today's shelf filing techniques.

WHEN Wed. April 5, thru Fri. April 7, 1961  
9:30 am til noon

WHERE Room 308, 1717 H Street, NW

WHO Wed. 5 Apr. DDS & DDI Area Records Officers  
Thur 6 Apr. ARO-invited officials of DDS & DDI  
Fri. 7 Apr. DDP Records Officers and officials.  
(Advise  of names by Mar. 30.)

HOW Presentation of the principles of Shelf Filing  
and its application in the Agency.  
  
Demonstration of various shelf units and supplies.  
  
Workshop problems on analyzing and solving  
office shelving requirements and floor layout.

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